

Hillsborough County Pre-Trip Authorization and Reimbursement Request Form

All travel must comply with Administrative Directive No. AD-09.

This form must be completed prior to travel.

2212

Norma Smith



Name: Lindsey Kimball		EMP ID: 29770	We certify that the mode of transportation is the most cost effective under the circumstances and travel complies with AD No. AD-09.	
Address: 5633 Tughill Dr			Signature of Traveler: <i>[Signature]</i> Date: 12-21-15	
City: Tampa		ZIP: 33624	Signature of Approving Authority: <i>[Signature]</i> Date: 12/21/15	
Dept./Agency: Economic Development		Ph #: (813) 273-3684	Print name of Approving Authority: Ron Barton	
			Travel Coordinator Name: Norma Smith	Ph #: (813) 276-8461

Purpose of Travel: Super Bowl 53 & 54 Bid Clarification Meeting Tampa Bay				
Method of Travel: <input type="checkbox"/> County Vehicle <input type="checkbox"/> Private Vehicle <input checked="" type="checkbox"/> Common Carrier		Class of Travel: <input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C		
Departure Date: 12/14/15	Departure Time: 5:00 AM	Travel Destination	City: NY	County: State: NY
Return Date: 12/14/15	Return Time: 11:00 PM	NOTES:		

ATTACH JUSTIFICATION FOR ESTIMATED EXPENSES:		
Registration Fee:		\$
Hotel:	# days at \$ per day	\$0.00
Airline Ticket:	<input type="checkbox"/> Non-refundable	\$
Car Rental	<input type="checkbox"/> Voucher:	\$
Auto Mileage:	miles at \$0.445	\$0.00
Per Diem:	quarter days at \$21.25	\$0.00
Meals:	Breakfasts: #	\$
	Lunches: #	\$
	Dinners: #	\$
Other:		\$
Total Estimated Expenses:		\$0.00

ADVANCE EXPENSES: (90% OF ESTIMATED EXPENSES)		
Hotel:	\$ at 90% =	\$0.00
Meals:	\$ at 90% =	\$0.00
Mileage:	\$ at 90% =	\$0.00
Other:	\$ at 90% =	\$0.00
Total Advanced Expenses:		\$0.00

SIGNED FORM VERIFYING COMPLETION OF TRAVEL IS DUE TO BOCC ACCOUNTING 5 DAYS AFTER TRAVEL RETURN DATE.		
Registration Fee:		\$
Hotel:	# days at \$ per day	\$0.00
Airline Ticket:	Payment Proof Required	\$
Car Rental	Payment Proof Required	\$
Auto Mileage:	miles at \$0.445	\$0.00
Destination Mileage	miles at \$0.445	\$0.00
Explanation:		
Parking, Tolls, Taxi	(attach receipts)	\$22.00
Per Diem:	quarter days at \$21.25	\$0.00
Meals:	Breakfasts: #	\$
	Lunches: #	\$
	Dinners: #	\$
Other Expenses	(attach receipts)	\$
Total Allowances:		\$22.00
*If overpaid, please make check payable to BOCC and attach	Less Advanced Payments:	\$
*Total Reimbursement:		\$22.00

We hereby certify that this travel is true and correct in every material matter; that the expenses were incurred by the traveler as necessary travel in the performance of official duties; and that the same conforms in every respect with the requirements of § 112.061, Florida Statutes, and Administrative Directive No. AD-09.

Signature of Traveler: <i>[Signature]</i>	(813) 276-8461	Signature of Approving Authority: <i>[Signature]</i>	Date: 12/21/15
Work Phone Number		Print name of Approving Authority: Ron Barton	

METHOD OF PAYMENT: (COMPLETE DETAILED INFORMATION REQUIRED)			
Registration:	<input type="checkbox"/> Purchasing Card <input type="checkbox"/> Check Document No.:	Fed. Tax I.D.:	Phone #: () -
Amount:	Payable to:	Index / Sub-Object Code:	Fax #: () -
\$	Address:	EDE03020 / 5504	
	Early Bird Deadline //	Registration Deadline //	
Hotel:	<input type="checkbox"/> Purchasing Card <input type="checkbox"/> Check Document No.:	Fed. Tax I.D.:	Phone #: () -
Confirm #:	Amount:	Index / Sub-Object Code:	Fax #: () -
\$	Address:	EDE03020 / 4005	
Rental Car:	<input type="checkbox"/> Purchasing Card <input type="checkbox"/> Check Document No.:	Index / Sub-Object Code:	Amount: \$
Advance Travel Expenses Payable to Traveler:		Index / Sub-Object Code:	Amount: \$
<input type="checkbox"/> Check Document No.:			
Reimbursable Travel Expenses to Traveler:		Index / Sub-Object Code:	Amount: \$22.00
<input checked="" type="checkbox"/> Check Document No.:		EDE03020 / 4000	

Date	Doc Amount	No. of Lines	Trans Hash	Coded By	Distribution: <input type="checkbox"/> Copy - Department <input type="checkbox"/> Original - Accounting <input type="checkbox"/> Copy - Transaction Report
Vendor No. Document No.					

20153560193

IE 219134

IF 219134

AA

Norma Smith

22112

TAMPA AIRPORT PARKING
(813) 870-8791

Rcpt# 59067

12/14/15 22:17 LIA# 1 Txn#129064

12/14/15 06:08 In 12/14/15 22:17 Out

Tkt# 383227

ST_2016 \$ 20.56

Total Tax \$ 1.44

Total Fee \$ 22.00

VISA \$ 22.00

XXXXXXXXXXXX3639

Approval No.:552205

Reference No.:000047

Change Due \$ 0.00

THANK YOU

DRIVE SAFELY

IE219134

Norma Smith

2212

Super Bowl 53 & 54 Bid Meeting Agenda
Tampa Bay

I. WELCOME & INTRODUCTIONS

II. CITY REMARKS & PRESENTATION REVIEW

- a. Stadium Renovations
- b. Hotels
- c. Event Venues

III. BID REVIEW PROCESS

a. BID SPECS AND EXCEPTIONS

i. ACRONIS SUBMISSIONS & EXCEPTIONS

- 1. Review section by section and make sure all language is clear and agreed upon
- 2. Discuss the resolutions/commitment letters submitted and what further information or revisions will be necessary
- 3. Discussion of each exception with goal of driving toward eventual agreement/resolution
- 4. Discuss budget ramifications related to each section

ii. MATERIAL AGREEMENTS

- 1. Discussion of process with respect to the material agreements

b. DUE DATES

- i. Finalists submit final bids to league office – *April 15, 2016*
- ii. League office sends executive summary and copy of bids to ownership – *April/May 2016*
- iii. Vote on Super Bowl 53 & 54 host cities – *May 2016*

nf/488 35373

Kimball, Lindsey

IG 219134

Norma Smith

22112

From: Rob Higgins <rhiggins@visittampabay.com>
nt: Tuesday, November 24, 2015 9:37 AM
To: Kimball, Lindsey
Subject: FW: Your Flight Receipt - LINDSEY KATHRYN KIMBALL 14DEC15

Lindsey-

Here is your flight itinerary. Sending some potential meeting days and times for you, Bonnie and I to get together momentarily. Thanks!

Rob

From: Delta Air Lines [mailto:DeltaAirLines@e.delta.com]
Sent: Monday, November 16, 2015 4:11 PM
To: Tony Diaz <tdiaz@visittampabay.com>
Subject: Your Flight Receipt - LINDSEY KATHRYN KIMBALL 14DEC15



Hello, LINDSEY KATHRYN

Your Trip Confirmation #: HOU4VU

MANAGE MY TRIP >

Mon, 14DEC	DEPART	ARRIVE
DELTA 1686 MAIN CABIN (X)	TAMPA, FL 7:20am	NYC-LAGUARDIA 10:01am
DELTA 2178 MAIN CABIN (X)	NYC-LAGUARDIA 6:50pm	TAMPA, FL 10:05pm

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You're already flying—why not get credit for it? Join the SkyMiles Program and earn miles that never expire. Use your miles toward award travel and your next vacation could be closer than you think.†

DE 219134

W 2212

Advisory

Please note that our New York-LaGuardia Airport (LGA) flights depart from Terminal C, as well as from Terminal D and the Marine Air Terminal. As gate and terminal information are subject to change, it's best to check within 4 hours of your flight's departure via Online Check-in, Flight Status or the Fly Delta app. Gates C12 – C34 are located in Terminal C and gates D1 – D11 are located in Terminal D.

Norma Smith

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Passenger Info

NAME	FLIGHT	SEAT
LINDSEY KATHRYN KIMBALL	DELTA 1686	30B
	DELTA 2178	30A

Visit delta.com or use the Fly Delta app to view, select or change your seat.
If you purchased a Trip Extra, please visit My Trips to access a receipt of your purchase.

Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Mon 14 Dec 2015	DELTA: TPA LGA	
CARRY ON	FIRST	SECOND
FREE	\$25 ^{USD}	\$35 ^{USD}

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Mon 14 Dec 2015	DELTA: LGA TPA	
CARRY ON	FIRST	SECOND
FREE	\$25 ^{USD}	\$35 ^{USD}

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Transportation of Hazardous Materials

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Norma Smith

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Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit delta.com Restricted Items Section.

DON'T MISS OUT. >

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HILTON HHONORS. >

Earn 1 mile per eligible dollar spent with Hilton HHonors.



DELTA ASSIST ON TWITTER. >

Tweet @DeltaAssist for customer support (also offered in Spanish, Portuguese and Japanese).



KEEP TABS ON YOUR BAG. >

Track your bag just like you track a package on the Fly Delta app or at delta.com/trackbag.



THE #1-RANKED AIRLINE APP.

[GET THE FLY DELTA APP >](#)

We have partnered with The Nature Conservancy to allow you to offset your carbon emissions from this trip. Go to delta.com/CO2 to calculate your CO2 emissions and learn more about offsetting.

Terms & Conditions

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

†All SkyMiles® program rules apply. To review the rules, see Membership Guide & Program Rules. Taxes and fees for Award Travel are the responsibility of the passenger and must be paid at the time the ticket is booked. Award Travel seats are limited and may not be available on all flights or in all markets. Offers void where prohibited by law. Other restrictions may apply.

IS 219134

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Checked Bag Allowance

*On Delta operated flights, you may carry on one bag and a small personal item at no charge.

Delta One™/First/Business Class weight allowance reverts to 50 lbs for all checked bags beyond regular free allowance.

At the time of check in with Delta, SkyMiles Medallion members, SkyTeam Elite & Elite Plus and active US Military personnel are eligible for fee waivers and other benefits. For more details, visit delta.com/baggage. Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. More details on the program can be found at delta.com/firstbagfree.

A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta's baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact with the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines or your reservation may be cancelled. Please review Delta's check-in requirement guidelines for details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating carrier on your ticket.

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- Claim restrictions including time periods within which you must file a claim or bring action against us.
- Our right to change terms of the contract.
- Check-in requirements and other rules established when we may refuse carriage.
- Our rights and limits of our liability for delay or failure to perform service including schedule change, substitution of alternative air carriers or aircraft, and rerouting.
- Our policy on overbooking flights, and your rights if we deny you boarding due to an oversold flight.

These terms are incorporated by reference into our contract with you. You may view these conditions of carriage on delta.com, or by requesting a copy from Delta.

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Your privacy is important to us. Please review our Privacy Policy.

Kimball, Lindsey

From: Wise, Bonnie
nt: Tuesday, December 15, 2015 7:09 AM
io: Kimball, Lindsey
Subject: Re: Thank You!! GREAT Job!!

Thanks for attending. I spoke to Eric yesterday a few times and he thought it went well.

Sent from my iPhone

On Dec 15, 2015, at 6:39 AM, Kimball, Lindsey <KimballL@hillsboroughcounty.org> wrote:

FYI- successful trip!

Sent from my iPhone

Begin forwarded message:

From: "Ford, Brian" <bford@buccaneers.nfl.com>
Date: December 14, 2015 at 11:43:05 PM EST
To: Rob Higgins <rhiggins@visittampabay.com>, Santiago Corrada <scorrada@visittampabay.com>, Alex Kaptzan <AKaptzan@visittampabay.com>, Jason Aughey <JAughey@visittampabay.com>, Dennis Rogero <Dennis.Rogero@tampagov.net>, "Kimball, Lindsey" <KimballL@hillsboroughcounty.org>, "Eric Hart (ehart@TampaSportsAuthority.com)" <ehart@TampaSportsAuthority.com>, "Mickey Farrell" <mfarrell@tampasportsauthority.com>
Subject: Thank You!! GREAT Job!!

Good evening! I hope everyone made it back to Tampa with no issues. I just wanted to send a quick note to thank you all for your efforts with today's meeting. I have received NOTHING but positive comments from the League. Thank you all for your efforts in making that the reality! Have a great night and I look forward to working with you all as we progress in the process of bringing the Super Bowl back to Tampa!



Brian A. Ford
Chief Operating Officer
Tampa Bay Buccaneers
One Buccaneer Place
Tampa, FL 33607
(813) 998-3820
www.Buccaneers.com

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Sanabria, Tammie

From: Kimball, Lindsey
at: Wednesday, December 16, 2015 1:05 PM
to: Sanabria, Tammie
Subject: FW: Tomorrow's meeting...
Attachments: SB53 54 Tampa Bay Meeting Agenda 12_14.docx

Tammie this might help to with the travel reimbursement

Lindsey K. Kimball, CECD
Director
Hillsborough County Economic Development
601 East Kennedy Blvd 20th Floor
Tampa, FL 33602-3503
Ph: 813-273-3684
KimballL@hillsboroughcounty.org
Twitter: @Lindseykimball

Please note: all correspondence to or from this office is subject to Florida's Public Records laws.



From: Rob Higgins [mailto:rhiggins@visittampabay.com]
Sent: Sunday, December 13, 2015 11:22 AM
To: Ford, Brian (bford@buccaneers.nfl.com) <bford@buccaneers.nfl.com>; Santiago Corrada <scorrada@visittampabay.com>; Alex Kaptzan <AKaptzan@visittampabay.com>; Jason Aughey <JAughey@visittampabay.com>; Dennis Rogero <Dennis.Rogero@tampagov.net>; Kimball, Lindsey <KimballL@hillsboroughcounty.org>; Eric Hart (ehart@TampaSportsAuthority.com) <ehart@TampaSportsAuthority.com>; Mickey Farrell <mfarrell@tampasportsauthority.com>
Subject: Tomorrow's meeting...

Good morning!

We're looking forward to having you join us for tomorrow's Super Bowl bid clarification meeting with the NFL!

Here are a couple of items we wanted to provide additional detail on:

- 1) Here is the list of our traveling delegation:
 - Jason Aughey, Tampa Bay Sports Commission
 - Santiago Corrada, Visit Tampa Bay
 - Mickey Farrell, Tampa Sports Authority
 - Brian Ford, Tampa Bay Buccaneers
 - Eric Hart, Tampa Sports Authority
 - Rob Higgins, Tampa Bay Sports Commission
 - Alex Kaptzan, Visit Tampa Bay
 - Lindsey Kimball, Hillsborough County
 - Dennis Rogero, City of Tampa

- 2) I believe the majority of the delegation (Jason, Dennis, Brian, Lindsey, Eric and Mickey) is on the Delta flight landing at 10:01am. Jason from our team is also on that flight and will handle paying for the cabs to go to the NFL office. His cell is 813-781-5434, should you not see him on the flight and need to connect with him. Santiago and Alex, please arrive at the NFL office (345 Park Avenue) by 11:10am and we can all wait outside for the rest of the group to arrive from the airport. Let's all plan to enter and check in at security together. The meeting is scheduled to run from 11:30am to 2:30pm. When it ends, we will grab cabs back to the airport.
- 3) The meeting agenda is attached. For the overview presentation, we will handle the open and close. Brian will handle the stadium renovations overview. VTB will handle hotels and TBSC will handle event venues. For exceptions/questions, we will traffic them to the respective parties in our delegation, but please be prepared to talk on any exceptions related to your area (or that you submitted). We will bring copies of the exceptions for each of your areas and can provide them if you need them prior to walking in the meeting.

Please let us know any questions you may have or feel free to call my cell at any time today...813-323-7410. Thanks so much for taking the time to join us for the next step in our community's quest for a fifth Super Bowl!

Sincerely,
Rob Higgins
Executive Director

Tampa Bay Sports Commission
401 E. Jackson St. Suite 2100
Tampa, FL 33602
O- (813) 342-4076
F- (813) 218-3376
RHiggins@VisitTampaBay.com
www.Twitter.com/RHiggins_TBSC

www.TampaBaySports.org

2007 ACC Men's Basketball Tournament
2008 NCAA Men's Basketball First and Second Rounds
2008 NCAA Women's Final Four
2008 & 2009 ACC Football Championship
2009 SEC Men's Basketball Tournament
2009 NCAA Women's Volleyball Championship
2011 NCAA Men's Basketball Second and Third Rounds
2012 NCAA Men's Frozen Four
2015 NCAA Women's Final Four
2016 NCAA Men's Frozen Four
2017 College Football National Championship
2018 NCAA Men's and Women's Outdoor Track and Field Regionals
2019 NCAA Women's Final Four
2022 SEC Men's Basketball Tournament

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